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# Utah Outdoor Recreation Grant 2017 Program Guide For Infrastructure Projects



Utah Governor's Office of  
Economic Development  
OFFICE OF OUTDOOR RECREATION



## Introduction

Outdoor recreation infrastructure can bring economic benefits to Utah's communities. Some counties, cities and towns are capitalizing on local outdoor recreation amenities to attract tourists to the region. Other communities find that having nearby outdoor recreation opportunities adds to the quality of life of local citizens, helps attract new residents, and can lead to an increase in local property values. Businesses, especially high-tech firms, consider having nearby outdoor recreation amenities as "absolutely vital" to attracting and keeping high value employees.



*Ogden has used its outdoor recreation amenities to attract businesses such as Osprey (above).*

The Utah Outdoor Recreation Grant Program for infrastructure projects was created to help communities build trails and other recreation amenities as an aid for local economic development.

This program guide is meant to help the submitter in applying for an infrastructure grant from the Utah Outdoor Recreation Grant (UORG) Program. UORG has specific requirements and unique criteria. The following pages will provide information that will be helpful to grant applicants. To avoid mistakes that may cause your grant application to be rejected, please read these pages thoroughly.



*Restaurants and retailers that cater to recreation-loving tourists can benefit from nearby trails.*

*The Mission of the Office of  
Outdoor Recreation: **Ensure that  
Utahns can live a healthy and  
active lifestyle through outdoor  
recreation.***



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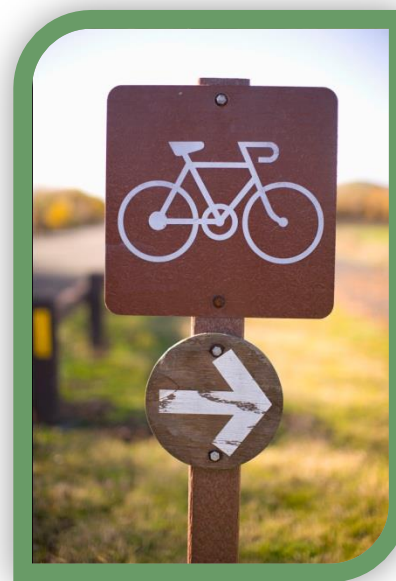


## Section 1: An Overview

The table below gives a brief overview of the Utah Outdoor Recreation Grant (UORG). Funding for the 2017 grant cycle will be limited, resulting in grant amounts smaller than our 2016 cycle. The 2018 grant cycle will be substantially larger and able to offer increased amounts of funding for larger projects. Whether you are considering applying for a grant in the 2017 or 2018 cycle, this program guide can be utilized as you plan your community's infrastructure project and prepare for a strong grant application.

Examples of infrastructure projects that were previously funded by UORG are shown on the page 7 or at:

<http://business.utah.gov/programs/office-of-outdoor-recreation/office-of-outdoor-recreation-grant-program>



Grant Program	Outdoor Recreation Infrastructure Projects
Purpose	The project will enhance recreational opportunities and amenities in Utah's communities
General Eligibility Requirements	<ul style="list-style-type: none"> <li>➤ Eligible applicants include non-profits and local or tribal governments</li> <li>➤ Economic: Must offer an economic opportunity for the community with the ability to attract or retain residents and/or increase visitation to region</li> <li>➤ Public use: Infrastructure must be open and available to the public</li> <li>➤ Must be used for the building of infrastructure, not the project planning or the purchase of property</li> </ul>
Grant Submission Period	May 1 through June 15, 2017
Grant Size	Various tiered grant sizes available from \$5,000 up to \$50,000
Deadlines	Thursday, June 15, 2017 by 5:00 pm MDT
Application Basics	Several narrative questions; project budget; several support materials
Match Component	Given as a 50/50 match. At least ½ of applicant's match must be cash match.
Contract/Reporting Requirements	Project must be complete within 24 months of date the contract is signed. Funding is given after the applicant's spend. Up to 75% of the matched monies may be given before completion of project. The final funding is contingent upon inspection of the completed project.



## Starting the Online Application Process

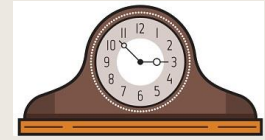
The online UORG application is not something that can be completed within a day, and should be started sooner rather than later. It takes time to gather the necessary letters of support and other documentation as well.

**Online grant application:** The application is completed online. To get a thorough understanding of what is required for the grant application, download the pdf of the application first. Read through it and start to gather the information you will need such as letters of support, maps, environmental permits, etc.

**Create Name and Password:** The application is in a Salesforce format. You'll be prompted to create a user name and password. This will allow you to work on and save your application over a number of days before submitting it. You can use this same user name and password if you apply for grants in the future. Should you forget your password, email us and we can help you.

**Eligibility Quiz:** When starting the online application, you'll take a brief eligibility quiz that will determine if you fit with our grant programs. After completing the quiz, you will be redirected to a page to start the grant application process. Meeting our criteria does not guarantee that you will receive a grant. We receive many grant proposals and the Office of Outdoor Recreation and the grant review committee carefully assess the applications submitted. The total dollars requested will typically exceed our grant budget, so some proposals will have to go unfunded. Consider the quiz a time-saver so you know if the UORG is the best potential funder for you. Read Section 3 for more about eligibility issues.

**Location of your project:** You'll need to enter in the latitude and longitude of the project area. Use Google Maps to find the location of your project, drop "a pin," click on your pin and copy and paste the location using decimal degrees (e.g. 40.782898 – 111.832951.) Do NOT use the degrees, minutes, seconds format such as this: 40° 26' 46" N 79° 58' 56" W



### Time Saving Tips



1. Save your answers in a word processor separate from the online application; this is especially pertinent for questions that require a longer answer. It provides time to edit the answers before copying and pasting them into the application. Be aware of the character limit progress bar.
2. Save your work on the online application frequently. Connection errors can lead to a loss of answers and are not recoverable.
3. Add attachments such as maps, support letters, etc. at the end. Large attachments that exceed 20 megabytes (MB) will receive an error message.
4. Hold your cursor over the help button (a circle around a question mark) for helpful hints.



## Section 2: Deciding on the Right Project in Your Community



### Analyzing Community Needs

The application will help you choose the right outdoor recreation infrastructure project for your area. Consider the unique aspects of your community, its people, topography and recreational needs. Is there an existing outdoor recreational need in your area? What information and data might demonstrate this need?

A good example from a previous grant-funded project: Although surrounded by great recreational amenities, the town of Moab had no safe and easily accessible place for children and novice climbers to learn to climb. The closest climbing gym was in the Wasatch Front area. Much of Moab's population

qualifies as low-income and it was important that the project be available to the public at no cost. The solution was a project that constructed artificial boulders with underlying safety surfacing in a section of an existing town park. The application also pointed out that "Moab Boulder Park" would also be attractive to tourists and reinforce its place as a recreational destination.

Including the community in the planning process will ensure engaged members are enthusiastic and supportive of the proposed project. In the case of both the Moab Boulder Park and Highland's Mountain Bike Skills Park, the communities were so supportive that several local businesses provided financial donations to the project. The main goal of community engagement is for the trail or other types of recreational infrastructure to become popular with the public and well utilized. Such amenities add to Utah's high quality of life, attracting residents, tourists, and offering fun family activities to stay fit and healthy.

The following pages of this section will provide ideas with a look at projects that have been funded in the last two grant application cycles, as well as ideas for other types of outdoor recreation infrastructure that would qualify for a grant.

## Past Utah Outdoor Recreation Grant Funded Projects



### Little Cottonwood Canyon Climbing Trails Project (2015)

**Applicant:** Salt Lake Climbers Alliance **Awarded:** \$15,000

This project will develop two loop trails with technical rockwork and stone steps to connect the lower LCC Park and Ride to a parking lot and trailhead. The trail will also connect to six climbing zones that will be mitigated and improved. **Project Strengths:** Very strong public-private partnership & substantial improvement of a high visitation area



### Jordan River Boat Take-out (2015)

**Applicant:** City of North Salt Lake, Davis Co. **Awarded:** \$28,000

The boat take-out facility will be the only one in Davis County and creates a new "end of the line" spot for non-motorized boaters, adding an additional 3 miles of travel for recreationists on the Jordan River. Ramp and trail will be ADA compatible. **Project Strengths:** Has strong partnerships to ensure project success. It created a special amenity in an area that lacked one.



### Boulder Park Structure in Moab's Lions Park (2015)

**Applicant:** Friends of Indian Creek, Grand Co. **Awarded:** \$35,000

The natural-themed playground includes climbing-sized boulders manufactured from products that look and feel like local sandstone (without the crumbling) with safety surfacing below. **Project Strengths:** Provides attractive skill building amenity for community and youth. Local businesses provided matching funding.



### UM Creek Access Project for Great Western OHV Trail (2016)

**Applicant:** Paiute Trail Committee, Sevier Co. **Awarded:** \$40,000

This project will enhance recreational opportunities on the Great Western and Gooseberry Trails. Segments of the two separate trails will be rerouted and several bridges will be built. **Project Strengths:** It had strong public-private partnerships. Applicant had completed NEPA prior to applying. Trail system provides a significant economic boost to local rural communities.



### Sandy Canal Trail, Phases 2, 3, & 4 (2016)

**Applicant:** Sandy City Corporation **Awarded:** \$50,000

Final project will be five miles of multi-purpose trails (paved and soft surface) that run parallel to entire length of the Sandy-Draper canal.

**Project Strengths:** This was a strong joint effort between Sandy, Draper and Salt Lake County. Grant funding leverages substantial match. Major recreational trail for area, connects to several other trails.





## Beyond Trails: Other Types of Outdoor Infrastructure

The Utah Outdoor Recreation Grant will fund a number of different types of outdoor recreation infrastructure projects. Various examples can be found in the list of eligible infrastructure in Section 3. Here are some other outdoor recreation ideas beyond trails and trail infrastructure:

### What is a Natural Environment Playground?

Some of us remember a childhood playing in creeks, climbing trees and scrambling over rocks. We may have built a tree fort, created an impressive sandcastle, made up games that involved jumping from tree stump to tree stump, or dammed up a small creek to create a deeper water area to cool off. Such play in a natural environment can teach physical skills such as balance and hand-eye coordination. A child's sensory play with sand, rocks and water can instill various engineering and scientific principles. An unstructured environment brings out creative and imaginative types of play. Why not consider incorporating some classic natural elements into a community children's play area?

A project like a natural environment playground should get good community input, including from children and youth who have a good idea of what will be fun and attractive to them. The design can be unique to your area. Many aspects of the project construction would be suitable for volunteer labor from the community. Consider these ideas as just a sampling. Your own research can spark even more ideas for a natural playground.



Links that will provide information about different types of outdoor recreation projects:

Paddling and Water Trails:

<http://www.americantrails.org/resources/water/National-Water-Trails-overview.html>

Bicycle Tourism Facilities:

<http://www.bicycling.com/rides/travel/how-bike-touring-saved-this-small-town>

How to Build a Great Whitewater Park:

<http://jacksonkayak.com/blog/2015/07/30/build-great-whitewater-park/>



Community Mountain Bike Skills Park:

<https://www.imba.com/resources/freeriding/developing-bike-skills-parks>

Constructing Wetland Area Boardwalk Trails and Wildlife/Bird Viewing Areas:

[https://www.aswm.org/pdf/lib/2\\_boardwalk\\_6\\_26\\_06.pdf](https://www.aswm.org/pdf/lib/2_boardwalk_6_26_06.pdf)

Non-Motorized Boat Launch Sites:

<http://www.river-management.org/assets/PreparetoLaunch/ptl%20-%202020chapter%201.pdf>

Avoiding the Most Common Mountain Bike Trail-building Mistakes:








<https://www.imba.com/resources/trail-building/10-most-common-trailbuilding-mistakes>








**Got an outside-of-the box-idea?** Perhaps a community hammock park? Or a bicycle tourist camp? Possibly a 3D community archery range designed for youth? The list of eligible outdoor recreation infrastructure projects may expand in 2018. You can email the GOED office ([tmckee@utah.gov](mailto:tmckee@utah.gov) or [rosesmith@utah.gov](mailto:rosesmith@utah.gov)) year-round to ask any questions.

## Section 3: An Overview of Project Eligibility

**Grant Eligibility Criteria for Recreation Infrastructure Projects:** Your project must meet **ALL** of the following criteria to be eligible for a Utah Outdoor Recreation Grant (UORG). Evaluate how well your proposed outdoor recreation infrastructure project matches up with UORG funding by carefully reading the eligibility criteria.

	1. <b>Eligible Applicants:</b> Municipalities, counties, and tribal governments, as well as non-profit organizations that meet Utah code requirements are eligible to apply for a Utah Outdoor Recreation Grant.
	2. <b>Budget/Costs/Matching Requirements:</b> The Office of Outdoor Recreation (OOR) will not fund more than 50% of the proposed project's eligible costs. A minimum of 25% of the total project costs must be a cash match from the applicant and/or partners. (See the Eligible Infrastructure Costs on page 12 for more details.) The maximum grant request for our grant is \$50,000; however, there is no maximum for the total project cost.
	3. <b>Matching Funds:</b> At least 75% of the matching funds for the project must be secured in order to apply. Other grants and/or funding from partners may be used as part of the match but the applicant should show their commitment by dedicating funds to the project as well.
	4. <b>County Endorsement:</b> The infrastructure project must have county approval and endorsement in order to apply. An agreement must be signed with the county appointing a party who will maintain the recreational infrastructure for at least the next 10 years.
	5. <b>Public Lands:</b> If the project is located on public lands, it must have approval from the appropriate public entity. If the project is on federal lands, the applicant should request approval from the agency that will follow the National Environmental Policy Act (NEPA) process.
	6. <b>Accessible to the Public:</b> To be eligible for the Utah Outdoor Recreation grant, the recreation infrastructure must be available and easily accessible to the public.
	7. <b>Property Ownership:</b> All property that UORG projects are located on must be owned by or under the control of the applicant (e.g. local government or conservancy.) If the project crosses private property, as in the case of a trail, an agreement must be reached with the property owners. The grant CANNOT be used for the purchase of property for the project.



	<p>8. <b>Economic Development Endorsement:</b> The infrastructure project must have an endorsement from the local economic development office stating that the project will have the ability to attract growth and retention in the community/area and/or have the potential for increased visitation to the area. (The project should fit the qualifications of <a href="#">Utah Section 63N-9-201 et. seq.</a>)</p>
	<p>9. <b>Sensitive Wildlife Areas:</b> All applicants must check the Utah Division of Wildlife Resources (DWR) Sage Grouse Management Area (SGMA) map to determine whether their project is located within a SGMA. You can find an interactive map of SGMAs online at: <a href="http://utahdnr.maps.arcgis.com/apps/Viewer/index.html?appid=0ed5494214cc4ea98b614a72477fe67b">http://utahdnr.maps.arcgis.com/apps/Viewer/index.html?appid=0ed5494214cc4ea98b614a72477fe67b</a></p> <p>If the project occurs within a SGMA, the project proponent must coordinate with Sarah Lindsey of DWR to make reasonable accommodations to avoid, minimize or mitigate the impacts to greater sage-grouse and their habitats. Other examples of sensitive species in Utah include prairie dogs and desert tortoises. Applicants should contact Sarah Lindsey of DWR (<a href="mailto:sarahlindsey@utah.gov">sarahlindsey@utah.gov</a>) to determine if their project occurs in areas occupied by sensitive wildlife species.</p> <p><i>Note: It can take up to two weeks to process your inquiry, please plan accordingly.</i></p>
	<p>10. <b>Timeline:</b> Grantees are allowed up to 24 months from the contract signing date for completion. Applicants must spend 75% of their match before receiving their 75% disbursement from the Governor's Office of Economic Development (GOED). The last 25% of the grant funding will be given after the successful completion of the project. Applicants should be able to fund the project up front.</p>
	<p>11. <b>Other Conditions:</b> Once the project is completed, the grantee must erect a sign at the project site that identifies the project and the support provided by the:</p> <p style="text-align: center;"><b>Governor's Office of Economic Development/Office of Outdoor Recreation Utah Outdoor Recreation Grant Program</b></p> <p>The cost of fabricating and erecting the sign is an eligible cost under this grant program. (Our logo may be used.)</p>
	<p>12. <b>Post-Completion:</b> Winning projects must share with us high resolution photos <i>or</i> video of the completed project being used by the public within 30 days of the public opening of the outdoor recreation infrastructure project. Once the infrastructure projects have been completed, the managing organization should give it the publicity needed to make the public aware of its existence. This can be a grand opening ceremony, or the use of local media and/or social media outlets to promote the project and its availability for public use.</p>



## Eligible Infrastructure for Utah Outdoor Recreation Grant

The Utah Outdoor Recreation Grants is meant to fund public outdoor infrastructure projects that will engage the community in outdoor recreation activities.

ELIGIBLE Outdoor Recreation Infrastructure (note this list is not exhaustive):	INELIGIBLE Infrastructure may include, but is not limited to:
New construction of trails and trail infrastructure (e.g. bridge or tunnel)–for either motorized or non-motorized users	Structures for a private business such as outdoor service concessions, amusement park, etc.
Trail facilities (e.g. trail or wayfinding signage, trailhead parking, kiosks, restroom facilities etc.)–for either motorized or non-motorized users	Restroom facilities that are not part of a current recreational infrastructure project
Infrastructure for a water trail such as ramp/launch site to improve water access areas along rivers for non-motorized boats	Outdoor swimming pools
Construction or improvement of a community park with amenities for outdoor recreation	Athletic fields or sport courts
Infrastructure for wildlife viewing areas	Outdoor education programming
A project that provides outdoor recreation opportunities for people of ALL abilities, including those with impairments	Infrastructure for private camps (E.g. YMCA, BSA, GSA or church camps)
A project that provides winter recreation amenities for the public. For a winter trail, proposal should include more than just the grooming equipment (e.g. a warming hut)	Golf courses
Construction or improvement of natural-themed playgrounds that incorporate outdoor recreation activities for children (e.g. bouldering park or natural playscape)	A run-of-the-mill standard playground
Amenities for water-related outdoor recreational activities such as whitewater parks	Harbor dredging project
Community owned campground facilities, if strongly tied to economic development interests in rural communities. Could include yurts along a long-distance trail (Nominal fees could be charged to cover maintenance costs)	Campgrounds or yurts that would be owned by a for-profit entity.





## Section 4: Money Matters

### Allowable Costs

The following highlights allowable and non-allowable costs under the Utah Outdoor Recreation Grant. Essentially, the items that contribute directly to the completion of work on the outdoor recreation infrastructure project would be allowable costs *or* matches. All costs must be documented adequately and incurred during the 24 month grant contract period. The graph below highlights both allowable costs and matching costs. Note that real estate costs are ineligible costs for the grant. Engineering costs will be a special case and will be allowed as a match from the applicant, but may not be paid for with grant funding.

ALLOWABLE COSTS or MATCHES FOR UTAH OUTDOOR REC GRANT	INELIGIBLE COSTS or MATCHES FOR UTAH OUTDOOR REC GRANT
The rental of equipment, supplies, and other construction costs can be included as either an eligible cost or if donated, as an in-kind match.	Construction of storage buildings that would be used to store items other than recreational equipment.
Services provided such as skilled or unskilled labor can be included as either an eligible cost or if donated, as an in-kind match.	Use of the project applicant's own employees, equipment, materials, or real property does not constitute a donation. ( <i>*More info on pg. 14</i> )
Purchase of non-fixed assets (costs must be pro-rated for amount used on project for items such as trail building machinery, hand tools for trail work or land clearing, etc.)	Administrative costs (photo copies, mileage, food, clothing, grand opening costs, grant writing, etc.) Applicant and partner staff hours that would have already been paid.
NOTE: Gifts and donations are acceptable if they are made during the grant period.	Ongoing maintenance costs for the infrastructure.
	Grant writing of any kind.
	Work completed prior to grant award.
	Purchase or donations of real estate for the project.
NOTE: Costs associated with engineering plans may be used as a match but are NOT an allowable cost to be paid by UORG funding.	

### What about Contingency Costs?

An applicant may include a contingency to finance the unexpected expenses of the project. Including it in the budget is optional. If it is included, the applicant's match should be increased proportionally so that if it is not used, the applicant's share of the project costs is never less than 50%. The contingency costs should not exceed 10% of the total budget of the project.

## Using the Labor of Project Applicant's Own Employees or Other Unskilled Groups as an In-Kind Donation

In past grant cycles, several non-profits and local government have asked us if they could use their employees as a source of unskilled manual labor for projects such as trail or land clearing and count it as an in-kind match. While they cannot count the wages they pay their staff as a match, they may count their volunteer effort within certain conditions. Their employees may join with a community volunteer group that has taken on a task for the project. Volunteer hours can then be counted as part of a contribution of in-kind services along with that of others in the group.

A group of unskilled workers, whether they are scout troops or other community volunteers, may be valued at the typical rate of unskilled manual labor in the area (which is usually determined to be minimum wage—see next page). A skilled trail builder should be tasked with organizing and managing the project that utilizes the labor of the community volunteers so it does not veer into a poorly designed amateur effort. The end result should be a well-constructed and professional project.

## Professional Services, Equipment, and Materials: Discounts or Donations?

We often get asked if an applicant can count the value of a discount on professional services, equipment or materials as an in-kind match. As that can be problematic in the accounting, we would suggest a small switch in the offering. For example, if a hardware business was willing to offer a 40% discount on their lumber for the project, ask if they could instead donate 4 units of the needed lumber with the purchase of 6 units of the lumber for the project.

## Matching Requirements for Infrastructure Projects

The Utah Outdoor Recreation Grant requires a minimum 50/50 match by the applicant to be considered for the awarding of the grant. The applicant's match can be a combination of cash and allowable in-kind donations. The minimum percentage of cash match should be at least 50% of the applicant's match, or 25% of the total project. We recommend budgeting for more than a 50/50 match, as this may mitigate issues resulting from ineligible costs over the course of the project.

In-kind matches may include donated services, equipment, supplies or other commodities. Partnerships that encourage meaningful private contributions as part of the local match are encouraged.

All matching resources must be eligible costs. The value of donated materials should be documented with a receipt or quotation written on the contributor's company or organization stationary. To be eligible as a matching cost, the contributions for the project should be necessary and reasonable items or services. The costs must be allocable, meaning the project which paid the expense must benefit from it. The expenses must be reasonable, or what the fair market value would pay.

## Eligibility and Value of Donations


As noted in the application and contract, non-cash donations in the form of equipment, supplies, services and other expendable property may be used as a portion of your organization or community's matching share if identified in the project application. Use of the project sponsor's own employees, equipment, materials, or real property does not constitute a donation.

The use of donations must be related and be an integral and necessary part of the project proposal and occur during the project period. All donations must be documented. When requesting reimbursement for project costs, the value of eligible donations cannot exceed the actual cash expenditures of the project.

### The value of donations charged to the project should be determined as follows:

1. **Labor** - the value of labor donations is generally the wage rate of unskilled labor in the immediate area (generally, minimum wage.) The rate which may be charged for skilled workers working in their trade is the actual wage these workers are normally paid for their labor. In both cases, only base wage rates are allowable, exclusive of any fringe benefits. Accurate time records must be maintained on a daily basis. Lump sum hours for more than one day cannot be accepted. Time sheets should include date, hours worked on the site, occupation, type of work performed, worker's signature and supervisor's signature. Time sheets are available upon request from the Office of Outdoor Recreation.
2. **Equipment**- rates for donated equipment used on the project may not exceed its fair rental rate. Hourly rates may be based on current Utah Department of Transportation equipment codes, classes and rental rates or a rental rate guide book which provides regional average rates for construction equipment. Time sheets to record rental rates are also available and are filled out in the same manner as for donated labor. See the FEMA *Schedule of Equipment Rates* for list of rates under the list of "Helpful Links" on the last page of this Program Guide for an additional list of "reasonable costs" for equipment rental fees that would be considered an in-kind donation.
3. **Material** - the allowable amounts charged for donations of materials may not exceed market value. This is defined as the amount these materials would be sold for in the area at the time of the donation. Documentation should include a signed statement from each donor describing the donation and its market value. An independent statement of market value given by a dealer or vendor may also be required.

**Example of Budget Worksheet:** Applicants will need to download and fill out this UORG Budget worksheet. It should correspond with the budget narrative in the online application.  
(The term "Awarded Bidder" is satisfactory if you do not yet know the name of the contractor).

				Outdoor Recreation Infrastructure Project Budget				
	Source of Funds	Date Secured		Utah Outdoor Recreation Grant Request	Applicant Match (\$)	Partner Match (\$)	Total Funding (\$)	
<b>CASH</b>								
	<b>UORG Grant</b>			\$50,000			\$50,000.00	
	Utah City (approved amount)	4/1/2017			\$119,000		\$119,000.00	
	Awesome Foundation Grant	2/28/2017				\$25,000	\$25,000.00	
<b>IN-KIND MATCH</b>								
	Wile E. Coyote Equipment	4/30/2017				\$5,000	\$5,000.00	
Value of materials, equipment or services.	Community Volunteers	4/15/2017				\$1812.50	\$1812.50	
	[List Source]						\$0.00	
<b>TOTAL SOURCE OF FUNDS</b>				\$50,000	\$119,000	\$31,842.50	\$200,812.50	
<b>CASH</b>	<b>Anticipated Use of Funds</b>	<b>Number of Units</b>	<b>Cost Per Unit</b>	<b>Extended Cost</b>	<b>UORG Funds</b>	<b>Applicant Funds</b>	<b>Partner Funds</b>	<b>Total Funding (\$)</b>
<b>Professional Services</b>				-				
ACME Engineering	Engineering costs	1.00	\$15,573	\$15,573		\$15,573		\$15,573
ACME Engineering	Contingency costs	1.00	\$18,688	\$18,688.00		\$18,688		\$18,688
<b>Equipment</b>				-				
"Awarded bidder"	Mobilization	1.00	\$8,815.52	\$8,815.52	\$4000.00	\$4815.52		\$8,815.52
"Awarded bidder"	Clearing	69438.6	.08	\$5,555.09	\$3555.09	\$2000.00		\$5,555.09
"Awarded bidder"	Grading	5143.61	2.85	\$14,659.30	\$6000.00	\$8659.30		\$14,659.30
"Awarded bidder"	Finish Grading	43399.12	.20	\$8679.82	-	--	\$8679.82	\$8,679.82
<b>Materials</b>				-				
"Awarded bidder"	HMA 3"	43399	1.90	\$82,458.33	\$22,404.26	\$42,968.69	\$16,320.18	\$82,458.33
"Awarded bidder"	Road base	52078.95	.60	\$31,247.37	\$12,334.49	\$18,912.88		\$31,247.37
"Awarded bidder"	Pavement	4339.91	.25	\$1084.98	\$428.28	\$656.70		\$1,084.98
"Awarded bidder"	Signs	10.00	225.00	\$2,250.00	\$895.28	\$1354.72		\$2,250.00
"Awarded bidder"	Drainage Pipe	39.00	25.00	\$975.00	\$382.60	\$592.40		\$975.00
Misc. Category				-				\$0.00
vendor/service provider				-				
<b>ANTICIPATED USE OF FUNDS</b>	<b>CASH SUBTOTAL</b>			\$189,221.50	\$50,000.00	\$114,221.50	\$25,000.00	\$189,221.50
<b>IN-KIND</b>	<b>Use of Funds</b>	<b>No. of Units / Hours</b>	<b>Cost Per Unit / Hour</b>	<b>Extended Cost</b>	<b>UORG Funds</b>	<b>Applicant Funds</b>	<b>Partner Funds</b>	<b>Total Funding (\$)</b>
<b>Professional Services</b>								
Community Volunteers	Flagging & land clearing	250	\$7.25	\$1812.50			\$1,812.50	\$1812.50
<b>Materials</b>								
vendor/service provider				\$0.00				\$0.00
<b>Equipment</b>								
Wile E. Coyote Equipment	Equipment Rental	2	\$2,500	\$5000.00			\$5,000.00	\$5000.00
vendor/service provider				\$0.00				\$0.00
<b>USE OF FUNDS</b>	<b>- IN-KIND SUBTOTAL</b>			\$0.00		\$0.00	\$6812.50	\$6812.50
<b>OPTIONAL</b>	<b>Up to 10% Contingency</b>					\$4,778.50	\$0	\$4,778.50
<b>TOTAL PROJECT COST (projected)</b>					\$50,000.00	\$119,000	\$31,812.50	\$200,812.50



## Section 5: Is the Project Ready to Go?

### Project Readiness

Projects should be mature enough in their planning that they can be completed within 24 months of the contract award date.

Sufficient attention should be paid to the following issues so you don't encounter problems that will slow your project down:

**Permits:** Some permits need to be obtained before applying for the grant. If the project is on federally managed land, environmental documentation and permitting such as NEPA will be required. If the project involves construction of a fishing pier, boat dock, whitewater park, etc., a permit from the Army Corps of Engineers will be necessary. The permit process for these can take a couple years, so it's recommended that they be complete prior to applying for the grant.




**Property Ownership:** If the project is going to be built on property that is owned or under control of the applicant, then it is likely to be ready for submission. If not, the appropriate contracts, easements and agreements need to be made and documented with the property owner.

**Project is Too Large:** If your project is a large one such as a long paved trail, network of mountain bike trails or river restoration project with several recreational elements, there is a strong likelihood that it would not be completed in the 24 month time frame. In that case, we recommend that the project be appropriately divided into manageable segments or phases. A grant applicant that receives UORG funding for Phase 1 of a long trail could apply for funding for Phase 2 or 3 after the first trail segment has been completed, it is accessible to the public, and is able to be used on its own before the organization could apply for another round of grant funding to build another segment of the trail.

**Planning and Design:** A full planning process should occur before you write the grant application. Proper planning will ensure that the infrastructure project objectives will be met and guarantees there are adequate funds to complete the project. Seek advice from the appropriate experts; consult with landscape architects, architects (if a building is part of project), engineers, your attorney, users, and your community. Develop a project scope and work plan. Well-thought-out projects will prevent problems that could cause delays, or worse, for the project to be withdrawn.





  	
A Well-Planned Project Helps:	Project Planning Eliminates:
Achieve best results	Over-ambitious projects
Clarify goals and develop vision	Poor Planning
Consider the issues that will need to be addressed	Problems that arise and delay the project which could have been foreseen in planning process
Consider whether project is feasible within the 24 month timeframe	Overshot budget or deadline
Makes best use of community resources	Unstructured project work plans
Motivate the community, the staff and volunteers working on the project	Discouragement from user groups and community apathy

Your team should create an overall project work plan before the project starts. It will help your organization get a more accurate estimate of the total project effort and duration. A project timeline can ensure that you have the detailed work mapped out over the next few months to ensure that the project resources are assigned correctly once the project begins. A sample timeline is on the next page. You can download your own timeline template as a PDF on the grant website, which is required for the grant application.



## Timeline

The following is fairly general as it is meant to fit a variety of projects. Adjust it to fit your particular project as needed with variable and specific details (such as “Flag route for the mountain bike trail” or for a water trail project, “Identify 3 portage sites along river”). Expand space as needed for basic details. Give approximate dates.

2017 UORG Infrastructure Project Timeline Template		
ACTION	DATES FOR ACTION	TO BE COMPLETED BY: (list person)
Project planned, team created, organizational structure and budget developed	Before applying for UORG	Applicant or project partner
<b>Inventory Made:</b> E.g. If project is a trail, proposed trail route is evaluated for both points of interest and public or service access. Known hazards are identified, as well as expert technical work if needed. Mileage quantified.	Before applying for UORG	Applicant or project partner
<b>Legalities and Permits Identified:</b> Determine permits or permit needs for land. Negotiate/develop land use agreements (MOUs, site licenses, etc.). Assess potential liabilities. Consider accessibility needs for those with disabilities (may be a requirement depending on type of infrastructure).	Before applying for UORG	Applicant or project partner
<b>Environmental Permits secured</b>	List any necessary permits for your project (e.g. NEPA, Army Corps of Engineers) and date(s) secured.	Applicant or project partner
<b>Matching Funding Secured</b>	Provide date(s) when the matching funding was or will be secured.	Applicant or project partner
<b>Utah Outdoor Recreation Grant application submitted</b>	By deadline – June 15, 2017	Applicant
<b>Grant approved Contract sent to applicant</b>	Grant will be approved Sept/Oct 2017; Contract will be sent December 2017/January 2018	Utah Office of Outdoor Recreation
<b>Sign &amp; return contract to Utah Office of Outdoor Recreation</b>	Once applicant receives contract, they have no more than 2 months to review, sign and return it.	Applicant
<b>Write bid for project</b>		



Solicit bid for project		
Award bid/hire contractor		
Materials/Supplies Purchased		
Procure construction permit (if needed)		
Prepare land for construction (Contractor or volunteer crew)		
Construction of project		
Construction complete, final walk-through with contractor		
Contact OOR to get close-out docs/schedule OOR site visit/send close-out docs to OOR	Finish project within 24 months from date of contract	Applicant
Applicant will receive grant funding as reimbursement after completion of project. (A partial reimbursement—up to 75%—may be given prior to the full completion of project, if requested).	After OOR receives all required documentation, a check will be sent to the applicant	Utah Office of Outdoor Recreation
Follow-up program requirements fulfilled (high resolution photos, data given to Utah Office of Outdoor Rec)	Need photos within 6 months (or less) of project completion	Applicant



## ***A Long & Winding Trail: How to Increase Tourism***

*Long transportation corridors such as paved multi-use paths for distance cyclists and pedestrians can be a big attraction for both visitors and locals to an area. For motorized recreation enthusiasts, a large well-marked network of OHV trails can also draw tourists bringing economic benefits to nearby communities.*

*The economic effects on local areas are increased if trail users can easily access local businesses from the trail. Wayfinding signage, trail spurs or shuttles are a must to connect trail tourists to a town's commercial district. The businesses that stand to benefit the most are those that sell products and services to trail users: restaurants, grocery stores, gear stores, lodging, as well as gas stations for OHV users.*

*Because lodging is usually the largest portion of a visitor's spending, a trail's economic impact is increased when it attracts more overnight visitors.*



## **Section 6: Measuring the Benefits**

### **Economic Development**

From the high alpine slopes of the Uintas to the stunning red rock scenery in the southern part of the state, Utah has been blessed by Mother Nature. No matter where you live in Utah, you're never far from remarkable recreation areas that make our state an outdoor lover's paradise. The classic canyon trails, the world-class rock climbing areas, riverside parks and other outdoor recreation amenities that attract tourists also provide residents an unmatched quality of life. Utah's communities are seeing a connection between offering local outdoor recreational amenities and their ability to attract new residents, businesses, and investments that can lead to revitalization of urban areas. Easy access to outdoor recreation has become a recruiting tool used by Utah employers and a highly regarded selling point by real estate agents.

In the application, you will be asked if the trail or other recreational infrastructure being planned will serve economic development needs in the local area. The grant applicant may want to refer to a number of national economic benefit studies that show the impacts of trails on property values or business impacts.

**Some economic benefits that outdoor recreation amenities can add to a community:**

**Increase tourism in the area:** If the project is a large one, or part of a larger project, it can increase visitation to the area. A community may wish to extend their tourism season by designing outdoor recreation projects that add winter recreation amenities to an area that attracts outdoor recreation tourism during the warmer months. A project is more likely to be funded if it receives a strong letter of support from the local tourism office.



Utah Governor's Office of  
Economic Development  
OFFICE OF OUTDOOR RECREATION

**Attract or host events:** Some well-planned trails can be used to host trail events such as high school mountain bike races or off-road triathlons. Such events can bring a crowd of visitors to your community for a weekend and fill motels and restaurants. Would the planned infrastructure be suitable for hosting these types of events?

**Attract businesses:** Businesses want to be in the same areas that home buyers want to live in—places perceived as safe and appealing, with opportunities for a variety of recreational activities. Many Utah businesses highlight the nearby outdoor recreation amenities when recruiting a talented workforce. Smaller towns can successfully utilize their scenic beauty and opportunities for outdoor recreation activities as an economic driver to attract new residents, visitors and entrepreneurs. Consider how your project might help to attract businesses to locate nearby.



**Increasing local business traffic:** Long distance trails for both motorized and non-motorized recreation coming through or near small towns provide a great opportunity to increase business for local retailers. A trail spur that connects the business district to the trail, as well as clear directional signage, will help make the trail traffic work for a community's businesses. Businesses may develop a



mutually beneficial relationship with long-distance recreational trails by promoting their goods and services as amenities to trail users. As recreation alone will not induce visitors to spend the night, communities should provide quality lodging and dining activities to supplement the draw of recreation.

**Recreational tourism value:** Adding trails and recreational amenities for particular outdoor sports can increase both resident and visitor spending in local businesses and statewide. For example, purchases of equipment for horseback riding, snowmobiling, ATV riding, bicycle riding, and running can be significant. Well managed trails running through communities can foster substantial and sustainable economic activity through both business development and tourism. What is the recreational value of your proposed project?





## Section 7: Selection Process for Grant Projects

### Initial Review

The Office of Outdoor Recreation staff will conduct an initial review of all applications. This will include reviewing the application for completeness, ineligible project components, project funding with a local match, as well as the required attachments and documentation. All eligible applications will be forwarded to the Grant Review Committee for review and scoring.

### Scoring Criteria

The grant applications have sections that have associated scoring values to allow for fair evaluations. The infrastructure grants will be evaluated for project readiness and a feasible schedule; community need and whether the project will have beneficial economic impacts; recreation value; improved physical and recreational access; budget and project costs; as well as some special considerations for area deficiencies. Prioritization matrix scoring sheets will be used by the reviewers.

### Utah Outdoor Recreation Grant Advisory Committee

In recruiting members of the Grant Advisory Committee, OOR seeks to appoint people who are knowledgeable about outdoor recreation activities or tourism-based economic development in Utah. Members of the committee will serve up to four year terms and a Vice-Chair will be elected among them. The Utah Outdoor Recreation Grant Advisory Committee is composed of the following 14 members:

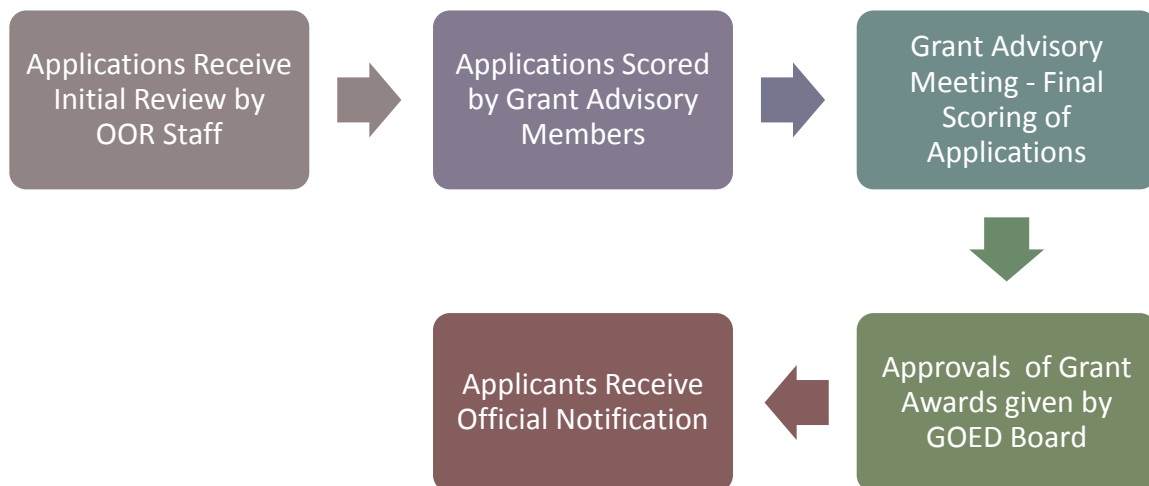
1. Director of the Office of Outdoor Recreation who will chair the review committee
2. Director or designee from the Utah Division of Parks and Recreation
3. A member representing the Office of Tourism
4. A member representing the Bureau of Land Management
5. A member representing the National Park Service Rivers, Trails and Conservation Assistance Program
6. A member representing municipal government, recommended by the Utah League of Cities and Towns
7. A member representing county government, recommended by the Utah Association of Counties
8. A member representing the outdoor industry (manufacturing/distributor)
9. A member representing the outdoor industry (retail/service)



10. A member representing the Utah Tourism Industry Association
11. A member representing the Utah Hotel and Lodging Association
12. A member representing the health care industry
13. A member representing multi-ability groups or programs
14. A member representing a university outdoor recreation, parks or tourism department

The Grant Advisory Committee will score the grant applications and then meet together for a final review of the highest scoring applicants. The committee will recommend grant funding priorities to the director. The committee, with guidance from the director and chair, will award grant funding to the most deserving and impactful infrastructure projects.

Finally, the applications will receive approval from the Governor's Office of Economic Development (GOED) Board. At that point, the applicants will receive official notification of the award and should reply that they will accept the grant award. Contracts will be prepared after that point.



## Section 8: Important Things to Know

### You Have to Pay First

The Utah Outdoor Recreation Grant will be given as a post-completion reimbursement. The infrastructure project must be complete within 24 months of the date the contract is signed. Up to 75% of the matched monies may be given before completion of the project. Once all necessary documentation has been submitted, you can expect to receive the funding within two to three weeks. The final funding will be contingent upon inspection of the completed project.



*Photo: Some of the 2016 Outdoor Recreation Grant Recipients with OOR Staff*

### Infrastructure Grant Agreement

The Infrastructure Grant Agreement is an agreement between the State of Utah, the Governor's Office of Economic Development (referred to as "State") and the local applicant who documents the project work elements to be completed, the funding limits and the project period. No project may begin without a fully signed Grant Agreement from the State.

Local applicants have one year from the date of the contract to begin substantial work (e.g. the award of contracts or completion of at least 25% of the work). Applicants who cannot conform to this provision will have their projects cancelled. Funds recovered from cancellations will be reassigned to other projects on the priority list or added to the next grant cycle. Infrastructure Grant Agreements are typically drafted with the project beginning and end dates that include two outdoor work seasons.

### Financial Records

Grant expenditure records must be at least as detailed as the cost categories indicated in the approved budget. The grant recipient should keep records of all legal agreements with contractors, receipts, and paid bills. Actual expenditures are to be compared with budgeted amounts. The grant recipient can only be reimbursed for their own expenses and not for the bills paid by a partner with whom the State does not have a contract.

## Statewide Vendor Number

Grant recipients must have a statewide vendor number to receive the payments. When returning the signed copy of the grant agreement, they should also send in a W-9 to set up a vendor number to be paid by check. If an Electronic Funds Transfer is preferred, please ask OOR staff to send the EFT Authorization Form.

## Amendments to Grant Agreements

Project amendments for time extensions will be reviewed on a case-by-case basis. Requests must be made in writing (e-mail) and submitted to OOR prior to the expiration of the agreement.

## Progress Reports and Inspections

Within six months of your contract start date, the grant recipient will receive a blank progress report that should be filled out and emailed back to OOR staff. The progress reports must be filled out every six months until the project is completed.

Pre-award and/or periodic on-site inspections may be made by OOR staff to ensure that the project is underway and on schedule. A final on-site inspection will be required before the final grant payment can be made.

## Post-Completion Requirements

1. **Acknowledgment of the grant should be given.** Once the project is completed, the grantee must erect a sign at the project site that identifies the project and the support provided by the:

Governor's Office of Economic Development/Office of Outdoor Recreation  
Utah Outdoor Recreation Grant Program

The cost of fabricating and erecting the sign is an eligible cost under this grant program.

If the project is a small one, an OOR logo on the grant recipient's website may suffice. Please ask OOR staff if this would be appropriate in your project's case.

## 2. High Resolution Photos or Video of

**Completed Project:** Provide to the Office of Outdoor Recreation a selection of images that show the completed project being used by people within 30 days of the public opening of the outdoor recreation infrastructure project.



*Photo: Grand Opening of the Moab Boulder Park, 2016*

**3. Show it Off:** Once the infrastructure projects have been completed, the managing organization should give it the publicity it needs to make the public aware of its existence. This can be a grand opening ceremony, or the use of local media and/or social media outlets to promote the project and its availability for public use.

**4. Operation and Maintenance:** The project area developed with UORG assistance should be operated and maintained as follows:

- The project area or trail should be maintained so as to appear inviting and attractive to the public.
- Project area or trail should be kept reasonably open, accessible and safe for public use.
- Structures, trails, and trail infrastructure should be kept maintained throughout their estimated lifetime to prevent undue deterioration and to encourage public use.





## Section 9: How to Request Reimbursement

- A. **Request for Reimbursement:** If your project is nearing completion, please ask for the closeout documentation which will include the **Reimbursement Request** form and all supporting documentation including copies of bills/invoices and documentation confirming that those bills have indeed been paid. Also, include a completed **Progress Report Form**. The Progress Report is a simple statement of the percentage of work completed to date a schedule for remaining work on the project.
- B. **Partial Reimbursements:** Grant recipients may submit a request for a partial reimbursement of up to 75% of the matched monies before the completion of the project. Once all necessary documentation has been submitted, you can expect to receive the funding within two to three weeks.
- C. **Expense Documentation:** It is mandatory that grant recipients submit project expense documentation sufficient to survive a State audit. This may include copies of project bills, copies of canceled payment checks, or an Accounts Paid Report generated by the accounting department/accounting system, verifying that project bills have been paid. You may use the **Time Sheet for Billed Labor and Equipment** form as part of your records. All monies to be reimbursed must be those verifiably spent by the grant recipient. We cannot reimburse the grant recipient for expenses by their project partner. We also cannot reimburse for spending that occurred prior to the start of the contract period.
- D. **Sales Tax Exemption:** As noted in the contract (Amendment A, item 14), the State will provide the contractor with its sales tax exemption number. The State will not reimburse the contractor for funds spent for sales tax.
- E. **Final Request for Reimbursement:** The final funding will be contingent upon inspection of the completed project. You will need to request an official site visit by the director or designated staff of the Office of Outdoor Recreation. After submission of the Site Visit Documentation, verifying the project has been



successfully completed, along with the Reimbursement Request form and appropriate documentation, you will receive the full grant funding owed you.

- F. **Eligible Expenses for Reimbursement** may be a combination of cash and in-kind donations. All expenses to be reimbursed must have been spent on the Project as defined in the grant application. If part of your match is in the form of in-kind donations please complete the **Time Sheet for Donated Labor and Equipment** form.



## Appendix & Helpful Links

ADA Accessibility Guidelines for Buildings and Facilities: <http://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-ada-standards/ada-standards>

Final Accessibility Guidelines for Outdoor Developed Areas: <http://www.access-board.gov/guidelines-and-standards/recreation-facilities/outdoor-developed-areas/final-guidelines-for-outdoor-developed-areas>

Recreational Facilities in the ADA and ABA Standards: <http://www.access-board.gov/guidelines-and-standards/recreation-facilities/about-recreation-facilities>

Helpful information may be found regarding the benefits of outdoor recreation in *The State of Utah Outdoor Recreation Vision (January 2013)* with a section on the "Benefits of Outdoor Recreation" starting on page 29. Note the footnotes and additional references at the end for additional studies on outdoor recreation's value:

<http://www.utah.gov/governor/docs/OutdoorRecreationVision.pdf>

Links for Economic Development information and a good source for measuring trail benefits can be found here (refer to the downloadable PDFs in the list of resources):

<https://headwaterseconomics.org/economic-development/trails-pathways/trails-research/>

Links for help in determining fair value on matching non-cash donations:

- FEMA [Schedule of Equipment Rates](http://www.fema.gov/schedule-equipment-rates/) for list of rates (helpful for matching donations): <http://www.fema.gov/schedule-equipment-rates/>
- Utah Department of Transportation (UDOT) [Match Guidelines](https://www.udot.utah.gov/main/uconowner.gf?n=7378421076725233) may be helpful as well: <https://www.udot.utah.gov/main/uconowner.gf?n=7378421076725233>

Links for maps for determining "Median Household Income" in a given area within Utah: These links provides a visual made by the Kem C. Gardiner Policy Institute and was created using 2014 Five Year Community Survey Data:

- Link for Statewide data (enlarge as needed to view specific areas within a county): [http://weave.ucdp.utah.edu/weave.html?file=HH\\_Income\\_State2014.weave](http://weave.ucdp.utah.edu/weave.html?file=HH_Income_State2014.weave)
- Link for Salt Lake County data: [http://weave.ucdp.utah.edu/weave.html?file=HH\\_Income\\_SaltLakeCounty2014.weave](http://weave.ucdp.utah.edu/weave.html?file=HH_Income_SaltLakeCounty2014.weave)
- Link for Utah data: [http://le.utah.gov/xcode/Title63N/Chapter9/C63N-9P2\\_2016051020160510.pdf](http://le.utah.gov/xcode/Title63N/Chapter9/C63N-9P2_2016051020160510.pdf)

